

## NC GreenPower Communications Fellow

The NC GreenPower (NCGP) Communications Fellowship is a one-year temporary position (with potential for permanent placement) designed to help a new or recent graduate apply their academic training to a professional work environment. The NCGP Fellow will work in our Raleigh office on NC State's Centennial Campus as part of a five person team and will be under the supervision of the Marketing Communications Director.

The successful candidate will provide marketing, communications, outreach, event planning and some business development assistance for NCGP. In addition, the NCGP Fellow will provide general administrative and program support to the NCGP team. Light to moderate amounts of in-state travel is required, as well as limited evening and weekend work during busy event months

### Essential Functions

- Provide support and assistance with internal and external communications
- Create and manage digital content: website, social media, blog, email newsletters, volunteer requests, news alerts, press releases, website content and other similar communications
- Design social media posts and online graphics
- Plan, schedule and implement a communications calendar
- Participate in the implementation of the NCGP strategic marketing plan
- Assist with key marketing strategies and tracking of marketing efforts
- Manage inventory of collateral and promotional items; request quotes from vendors
- Maintain [ncgreenpower.org](http://ncgreenpower.org) and [my.ncgreenpower.org](http://my.ncgreenpower.org) websites
- Increase awareness of NC GreenPower's mission and products through participation in corporate PR and general outreach events
- Develop, research and follow through on leads; sign up donors to support our Solar Schools Pilot, and/or purchase renewable energy and carbon offsets
- Assist with preparation of presentations for Board meetings and outreach events
- Coordinate statewide volunteer-based Speakers Bureau members
- Recruit and help train volunteers
- Schedule and assist with setting up materials for exhibits and events; coordinate logistics and attend events as needed
- Perform a wide range of administrative support activities including data entry, creating and sending correspondence, reporting, and coordination of event logistics
- Prepare purchase orders and check requests; submit invoices and expenses
- Apply for licenses, grants and assist with other program documentation
- Assist NCGP staff to coordinate and support activities between teams
- Other duties as assigned

## Requirements

- Bachelor's or Associate's degree with concentration in business, communications, marketing, nonprofit, public relations or relevant field required
- To be eligible, candidates must have graduated within the past two years
- Proficiency with Microsoft Office and Windows-based computer applications and basic knowledge of Adobe Creative Suite is required
- Familiarity with Canva, Google tools and WordPress is a plus
- Experience creating and maintaining social media accounts and website content
- Individual must have strong oral and written communication skills, be comfortable with public speaking and exhibit excellent customer service skills
- Position requires a self-starter who is highly organized and able to coordinate multiple projects
- Knowledge of the renewable energy industry is preferred, but not required
- Valid driver's license and current insurance required
- Should be able to lift and carry up to 30 pounds and perform light manual labor

**Location:** Raleigh, NC

**Employment Type:** One-year Full-time Fellowship

**About NC GreenPower:** With the mission of improving the quality of the environment in North Carolina, the nonprofit NC GreenPower was founded in 2003 as a statewide program. NC GreenPower helps to connect consumers with renewable energy and carbon offset providers to create positive environmental and economic impacts for our state. All projects supported by the program are located in North Carolina. In 2015, NC GreenPower launched a new pilot to support solar PV installations at K-12 schools. Contributions to NC GreenPower are tax-deductible. For more information, visit [www.ncgreenpower.org](http://www.ncgreenpower.org).

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